

	TRANSFER POLICY – SELECTION PROCESS 1 “ADDENDUM B PROCESS” PHOENIX POLICE DEPARTMENT	Operations Order 4.6.02 PAGE 1
	Rev. 05/29/25	

1. SELECTION PROCESS

A. Overview

- The applicant **must** meet the requirements outlined in [Operations Order 4.6.00](#).
- The selection process will include a department file review and résumé review.
- Upon completion of the department file and résumé review, a limited number of personnel will be invited to an interview.

B. File Review - Each employee's department file will be reviewed for commendations, disciplinary action, etc.

C. Résumé Review - Each employee applying for a position using this selection process will submit a résumé, see [Operations Order 4.3.00, Career Development](#) along with the related [résumé example](#) for résumé information.

(1) The résumé review will examine the employee's qualifications for the position.

(2) The résumé will include information about other assignments not reflected in a review of the employee's department file.

D. Oral Interviews - Once the file and résumé have been reviewed, a limited number of personnel will be invited to an interview.

(1) Employees selected will be those determined by the commander/administrator and/or designee to be the most qualified based upon the qualifications and skills required for the position.

- This process will not be numerically scored.

(2) This interview is to elicit information about the candidates and to evaluate their responses to job-related questions.

2. FINAL SELECTION - Once the interview process is completed, one of the two options, list or no list as selected in [Operations Order 4.6.01 Transfer Policy Grid](#), will be conducted.

A. No List - After the oral interview, the affected division commander or designee will discuss the top candidates with the Police Chief.

- No more than three candidates for one position will be discussed.
- Employees not chosen may request a meeting with any member of the selection panel.
- The Police Chief reserves the right of final approval for any specialty position.

B. List - If a list is created, the list will be good for one year, unless exhausted, and will be maintained by the issuing division/bureau/precinct.

(1) Applicants will normally be selected in the order of their placement on the transfer list.

- A written explanation by the Police Chief or designee will be provided to employees who have been passed over on any transfer list.
- Employees not successful in the selection process may request a meeting with any member of the selection panel.

(2) The Police Chief will be the final approving authority regarding all transfers.



TRANSFER POLICY – SELECTION PROCESS 1

“ADDENDUM B PROCESS”

PHOENIX POLICE DEPARTMENT

Rev. 05/29/25

Operations Order

4.6.02

PAGE 2

Last Organizational Review: